

Arizona's Instrument to Measure Standards
AIMS HS Security Agreement
Fall 2008

I acknowledge that AIMS is a secure test and I agree to the following conditions of use to ensure the security of the test:

1. I will take necessary precautions to safeguard test materials
 - a. Limiting access to persons with a responsible, professional interest in the test's security.
 - b. The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c. All persons having access to the AIMS test materials (other than students to whom the test is administered) will sign the test security agreement, which will be kept on file for 6 years.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2. I will keep all test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - a. Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - b. Test materials will be kept secure until they are actually distributed to students.
 - c. In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3. I will not examine the AIMS HS to determine the content beyond the requirements to administer the test.
 - a. No content of the test will be disclosed or allowed to be disclosed.
 - b. No test item will be discussed at any time.
4. I will follow the guidelines approved by the State Board of Education in January 2003, updated in December 2007, in the document *Test Preparation and Administration Practices*.
5. I understand the district superintendent or charter operator will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.

Individuals that will be administering or proctoring the AIMS HS for the Fall 2008 must also:

6. Participate in training activities prior to administering the AIMS in Fall 2008.
7. Review Test Administration Directions for Fall 2008 prior to test date.
8. Follow all instructions in the Test Coordinator's Manual and the Test Administration Directions which includes reading the directions to students exactly as scripted in the Test Administration Directions.
9. Upon completion of testing, return all AIMS test materials, including all used and unused test books, answer documents, and test administration manual to the designated test coordinator for the school/district.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the Fall 2008 AIMS High School test will also sign a Test Security Agreement.

Signed By: _____

Printed Name: _____

Title: _____

School: _____

<p style="text-align:center">Please return signed copy as per instructions from your district/school test coordinator. All copies will be maintained by building/district administrators for 6 years.</p>
